Incorporating Incident Response and Education at Oaklands Primary School

1 Introduction

1.1 This policy statement is based on the LA guidance document on Substance Misuse in schools and Welsh Government Guidance for Substance Misuse Education 107/2013.

2 Aims and objectives

2.1 The aims of this policy are to:

- clarify the school's approach to Substance Misuse, for staff, pupils, governors, parents or carers, and to clarify the legal requirements and responsibilities
- give guidance to staff on the raising of pupil awareness of Substance Misuse through the science and PSE curriculum and the All Wales Schools Liaison Core Programme
- safeguard the health and safety of pupils and staff in our school
- enable staff to manage Substance Misuse-related incidents properly and to record them as set out in the LA guidance policy.
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3 Terminology

3.1 The term Substance Misuse is used throughout this policy to refer to:

- all illegal substances (those controlled by the Misuse of Drugs Act 1971 & amendment order 2012);
- all legal substances, including alcohol and tobacco, and also volatile substances (those giving off a gas or vapour which can be inhaled);
- all medicines, whether over-the-counter or on prescription.

4 Oaklands Primary School Statement

4.1 Oaklands Primary School believes that the presence of unauthorised substances in our school is not acceptable.

4.2 We want our school to be a safe place for us all to work, and the presence of unauthorised substances represents a threat to our health and safety

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4.3 We want to empower children and young people to make responsible, well informed decisions about substances and, whenever possible to resist temptations to use. This includes smoking and drinking alcohol.

5 Links to other policies

5.1 Other policies refer to PSE-related issues and should be read in conjunction with this policy statement. These include

- *PSE*
- *Sex and Relationships Education*
- *Behaviour and Discipline Policy*
- *Safeguarding*

6 Development and consultation of Policy

6.1 This Policy has been developed in consultation with *the Senior Management Team (SMT), Staff, Governors and pupils.*

7 Responsibilities

7.1 The head teacher will:

- ensure that staff and parents/carers are informed about this Substance Misuse policy;
- ensure that the policy is implemented effectively;
- manage any substance misuse-related incidents;
- ensure that staff are given sufficient training, so that they can teach effectively about substance misuse, and handle any difficult issues with sensitivity;
- liaise with external agencies regarding the school substance misuse education programme;
- monitor the policy on a day-to-day basis, and report to governors, when requested, on the effectiveness of the policy.

7.2 The governing body will:

- designate a governor with specific responsibility for substance misuse education;
- support the head teacher in following LA guidelines;
- inform and consult with parents and carers about the substance misuse education policy;
- liaise with the LA and health organisations, so that the school's policy is in line with the best advice available;
- support the head teacher in any case conferences, or in appeals against exclusions.

7.3 Teaching and non-teaching staff will:

- follow the agreed procedures for dealing with incidents;
- support any vulnerable child or young person appropriately and
- deliver effective substance misuse education as agreed in the policy.

8 Substance Misuse Education

8.1 We regard substance misuse education as a whole-school issue, and we believe that opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum, but especially in science, PSE, RE and PE. There are also opportunities in circle time.

8.2 Objectives of substance misuse education:

Substance misuse education should enable pupils to develop their knowledge, attitudes and understanding about substance misuse, and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. It should:

- build on knowledge and understanding;
- provide accurate information, and clear up misunderstandings;
- explore attitudes and values, and examine the risks and consequences of actions relating to substance misuse;
- develop pupils' interpersonal skills, their understanding of rules and laws, and their self-awareness and self-esteem;
- ensure that all children are taught about substance misuse in a consistent manner

8.3 Teaching about substance misuse will begin in the Foundation Phase, when pupils are taught about seeing the doctor, visiting the chemist, and the importance of medicines and their safe handling. By the end of the Foundation Phase pupils will develop an understanding about dangers in the home and outside environment and understand that medicines are taken to make them feel better and that some drugs are dangerous

8.4 In Key Stage 2, pupils will learn that alcohol is the most widely used substance, and that its dangers can be overlooked. We will ensure that our pupils are aware of the risks associated with drinking. We teach pupils that smoking is a minority habit, and encourage them to consider its effects and risks. We also teach pupils about the dangers of volatile-substance abuse. By the end of Key Stage 2 pupils will have been given opportunities to take increasing responsibility for keeping the mind and body safe and healthy and to understand the harmful effects, both to themselves and others, of tobacco, alcohol and other legal and illegal substances.

8.5 We recognise that learning is most effective when it addresses the development of knowledge, attitudes and skills together and when teaching and learning are participative and active. We use a variety of teaching styles that are characterised by active learning. We find out what the children know already, we pose dilemmas, and we get the children to discuss choices. Wherever possible, the information we give is visually reinforced. We use drama, role-play or ICT to demonstrate various strategies and scenarios. In short, we seek to engage our pupils. We give them the opportunity to talk to groups or to the whole class. We encourage them to listen to the views of others, and we ask them to explore why substance misuse is such a problem for society.

8.6 We aim to teach all pupils about substance misuse, however different their attainment levels, and however diverse their requirements. We recognise that pupils with special educational needs may be more vulnerable, that different communities have different attitudes towards substance misuse, and that some pupils may have parents or carers who use a range of substances, in particular tobacco and alcohol.

8.7 Substance misuse education takes place during normal lesson time. Sometimes, a class teacher will seek support from the school nurse or another health professional. In teaching the children about substance misuse, we follow LA guidelines. The resources and materials that we use are recommended by the LA and the Cwm Taf Healthy Schools Scheme Team. Lessons that focus on substance misuse education form part of a sequence of lessons that are designed to promote a healthy lifestyle. In year 6 these lessons are delivered by the class teacher and community police officer.

Medicines and substances at school

9.1 Pupils may bring prescribed medication into school, in line with the Administration of Medication Policy, Parents and carers may visit the school in the lunch break to bring and administer prescribed medication themselves, by prior arrangement.

9.2 Where children have medical needs, parents and carers must give us details of the child's condition and medication. Parents and carers will bring the medication to school in a secure, labelled container. Emergency medication and other drugs will be stored securely in the headteacher’s office.

9.3 Solvents and other hazardous chemicals must be stored securely, to prevent inappropriate access, or use by pupils. Teachers are cautious with older, solvent-based Tippex, with aerosols, with glues and with board-cleaning fluids.

9.4 Legal substances are legitimately in school only when authorised by the headteacher. Smoking is not permitted anywhere on school premises.

10 Substance Misuse incidents
10.1 An incident involving unauthorised substances in school is most likely to involve alcohol, tobacco or volatile substances, rather than illegal drugs.

10.2 The first priority is safety and first aid, i.e. calling the emergency services and placing unconscious people in the recovery position. An intoxicated pupil does not represent a medical emergency, unless unconscious.

10.3 Pupils suspected of being intoxicated from inhaling a volatile substance will be kept calm; chasing can place intolerable strain on the heart, thus precipitating sudden death.

10.4 Any substance suspected of being illegal will be confiscated and stored securely, awaiting disposal; these precautions must be witnessed and recorded.

10.5 Legal but unauthorised substances or medicines will also be confiscated, and will be returned to parents or carers; the school may arrange for the safe disposal of volatile substances.

10.6 Where a pupil is suspected of concealing an unauthorised substance, staff are not permitted to carry out a personal search, but may search pupils' bags, trays, etc.

10.7 The headteacher will decide whether the police need to be called or whether the school will manage the incident internally.

10.8 A full record will be made of any incident, and a half termly return will be submitted to the LA.

10.9 The headteacher will conduct an investigation into the nature and seriousness of any incident, in order to determine an appropriate response.

10.10 Staff are aware that confidentiality is not an option if children and young people are at risk. The deciding factor is the degree of risk to the child/young person. Incidents can be classified according to speed of action required. Some actions require immediate action; others require time for assessment of information, seeking advice and the involvement of other agencies.

11 Procedures for Dealing with Incidents Involving Adults:
11.1 When responding to situations involving adults, safety is the priority. Some situations require action in collaboration with other agencies to ensure the safety and protection of any child or young person. Other incidents will require observation, data collection and discussion before proceeding.

12 Procedure for Dealing with Incidents Involving Staff:
12.1 Substance misuse involving staff should be covered by the Local Authority's Employment & Disciplinary Policy. The Alcohol and Substance Use Policy for employees prohibits the consumption of alcohol or substance use during work. Safeguarding children and young people in the care of the school / education setting is of a greater urgency than staff disciplinary procedures.

13 Smoking on site
13.1 The entirety of our school site is a non-smoking venue, including e-cigarettes. It is prohibited for all pupils, staff and visitors on site.

14 The role of parents and carers
14.1 The school is well aware that the primary role in children's substance misuse education lies with parents and carers. We wish to build a positive and supporting relationship with the parents/carers of our pupils, through mutual understanding, trust and cooperation. To promote this objective, we will:

- inform parents or carers about the school substance misuse policy;
- invite parents and carers to view the materials used to teach substance misuse education in our school;
- answer any questions that parents and carers may have about the substance misuse education that their child receives in school;
- take seriously any issue which parents and carers raise with teachers or governors about this policy, or about arrangements for substance misuse education in the school;
- encourage parents and carers to be involved in reviewing the school policy, and making modifications to it as necessary;

14.2 When an incident concerning unauthorised substances has occurred in school, and a pupil is involved, we will inform the parents or carers, and explain how we intend to respond to the incident.

14.3 Staff will be cautious about discharging a pupil to the care of an intoxicated parent, particularly when the parent intends driving the pupil home. Staff will suggest an alternative arrangement. The focus will be the pupil's welfare and safety. Where the behaviour of an intoxicated parent repeatedly places a child at risk, or the parent or carer becomes abusive or violent, staff should consider whether the circumstances of the case are serious enough to invoke child protection procedures, and possibly the involvement of the police.

15 Dealing with the Media
15.1 Substance use and misuse incidents receive a high level of media attention. If the school receives enquiries from any media source, we will not be put under any pressure. The Headteacher will direct the journalist or reporter to the LA Director Of Education. Under no circumstances will the names of individuals be released to the media.

16 Monitoring, Review and Dissemination
16.1 The governing body will monitor the Substance Misuse policy on an annual basis. The Governors require the headteacher to follow guidelines on substance misuse education as set out by the Local Authority.

16.2 This policy will be disseminated via the schools website and is available upon request. Aspects of this Policy will be replicated in the School Prospectus, shared areas on the school network and staff handbook.

Policy Authorised by…….Chair of Governors

Policy Implemented by ……Headteacher

Date of Implementation……..

Date of Review…….

This Policy will be reviewed every 2 years and updated in the light of any changes in legislation

Appendix 1: SME Scheme of Work

The school is planning to use the *Christopher Winter Project "Teaching drug and alcohol with confidence in Primary Schools"* throughout the whole school to deliver 3 specific lessons per year group. An overview can be found below. However, we currently fit in these lessons linked to our class topics

Year 1: Medicines and People Who Help Us: Lesson 1: Staying healthy, Lesson 2: Medicines, Lesson 3: Who gives us medicines?

Year 2: Keeping safe: Lesson 1: Risks, Lesson 2: Hazardous substances, Lesson 3: Safety rules.

Year 3: Smoking: Lesson 1: Why people smoke? Lesson 2: Physical effects of smoking, Lesson 3: No smoking.

Year 4: Alcohol: Lesson 1: Effects of alcohol, Lesson 2: Alcohol and risk, lesson 3: limits to drinking alcohol.

Year 5: **Legal and Illegal Drugs:** Lesson 1: Legal and illegal drugs, Lesson 2: Attitudes to drugs, Lesson 3: Peer pressure.

Year 6: **Preventing Early Use:** Lesson 1: Cannabis, Lesson 2: Volatile Substance Abuse, Lesson 3: Help, advice and support.

OAKLANDS PRIMARY SCHOOL

Staff Signature List:

Title of policy: Substance misuse Policy Incorporating Incident Response and Education

I confirm that I have read and understood this policy. I have had the opportunity to ask questions and will ensure that the principles of this policy will be reflected in my practice:

Name of staff member	Job Role:	Date	Signature